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28 SEP 1972

MEMORANDUM FOR: Chief, Administration and Training Staff

SUBJECT : Internal Management Review of the Office of
Security (Personnel Security Directorate)

1. There are three basic security functions which are organized in the Personnel Security Directorate. These three functions are conducted in conjunction with other elements of the Office of Security, other elements of the Agency, and other elements of the U.S. Government. Taking each of these components separately, in order to present a clear understanding of what is entailed in each component of the Personnel Security Directorate, I will be better able to show what the present capacity of each component is and also show why in some of the components any further cut would be disastrous if certain essential work is to be accomplished. I will show that in only one component is there any possible area for cutting a few slots, if we are required to do so.

SECURITY RECORDS AND COMMUNICATIONS DIVISION

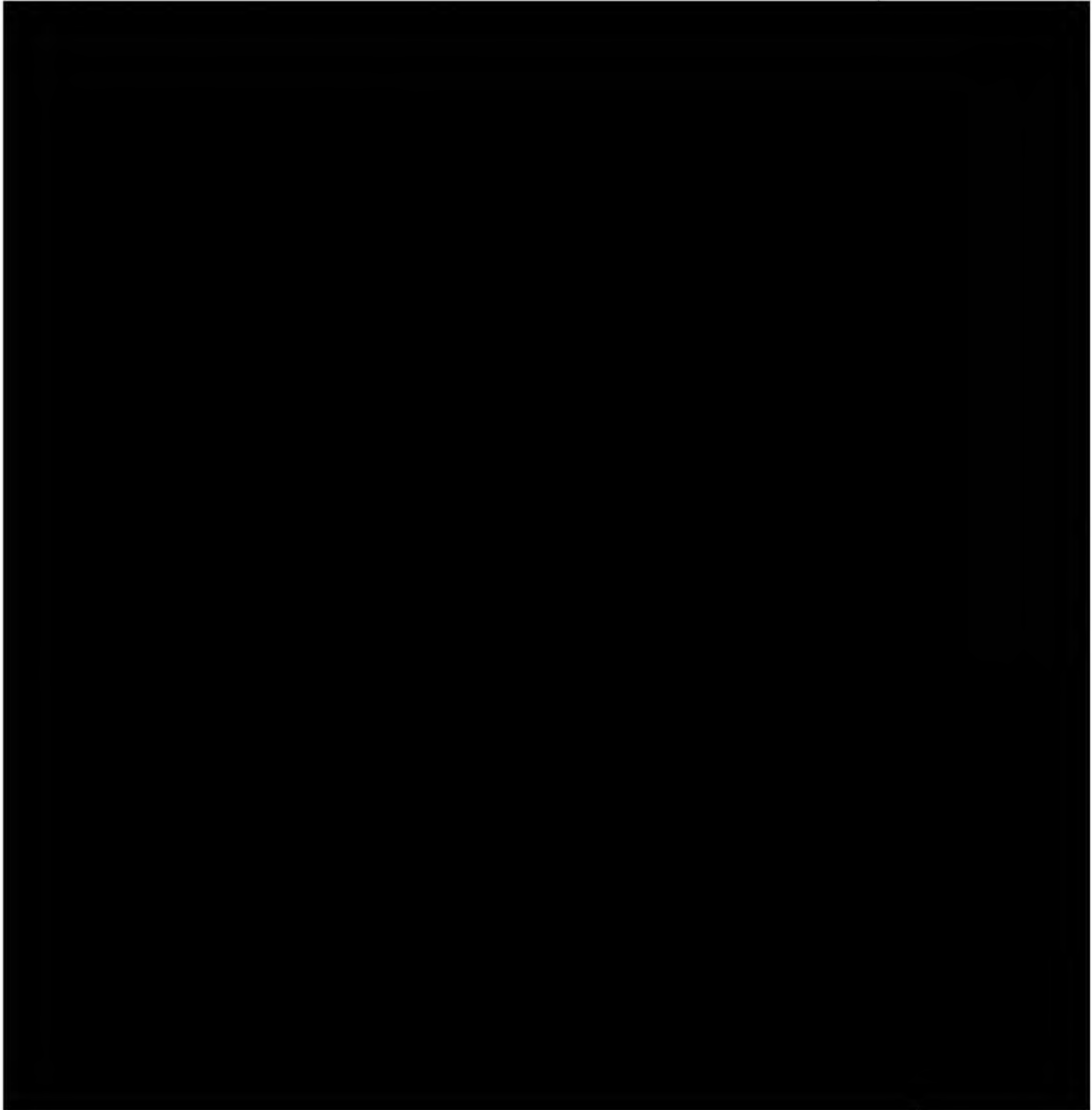
2. In the Security Records and Communications Division (SR&CD), a thorough review of all the functions of that Division was undertaken and I find it would be impossible to cut SR&CD without seriously undermining the support given by SR&CD not only to the Personnel Security Directorate, but to the Investigations and Operational Support Directorate and other elements of the Agency as well as other agencies of the U. S. Government.

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3. Most of the positions in SR&CD are clerical in nature and would not result in any great savings, if one or two slots were cut, but would result in further backlogging of essential records management type work which SR&CD performs. (See Tab A for those functions currently being performed by the Security Records and Communications Division.)



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PERSONNEL SECURITY DIVISION

8. The functions of the Personnel Security Division have been reviewed and priority or importance given to each of the functions. After reviewing the various functions in the Personnel Security Division, it is believed that, if necessary, the following slots can be cut if we are faced with a large cut in our Table of Organization.

9. In the case of the Clearance Branch, at the present time we have a Branch Chief, GS-14, and a Deputy Branch Chief, GS-13. It is believed that, if required, this one GS-13, Deputy Branch Chief position, can be cut. If this position is to be cut, then the GS-05, Secretary to the Deputy Branch Chief, slot can also be cut. As is known, there is no Deputy Branch Chief in the Clearance Support Branch.

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10. The Employee Activity Branch has several functions which could be delegated elsewhere, if we are forced to cut drastically in the Office of Security. The functions which could be delegated are as follows:

- A. Contacts with Representatives, Citizens, and Employees of Foreign Countries
- B. Clearance of Speeches and Publications
- C. Outside Employment
- D. Non-Official Courses or Instructions
- E. Court Procedures--Appearing as a Witness or Arrests
- F. Joining Clubs and Organizations
- G. Completing Questionnaires or Applications
- H. Involvement in Publicity
- I. Attending Conventions

11. It is contemplated that these functions would be handled by the Area Security Officers or the Area Division Support Officers. It is understood, however, and believed that these Area Security Officers and Area Division Support Officers would not be willing to assume any additional functions which they would believe rightfully belonged in the Office of Security. It is evident that they would continually refer to the Office of Security for advice and consultation on all these matters thereby negating any economies put into effect by these changes and in effect throw additional burdens on other Office of Security employees.

12. With this in mind, I feel that cutting further into the Employee Activity Branch would be non-productive. It is possible, if required, to combine the Employee Activity Branch with the Clearance Support Branch and thus eliminate an additional GS-14 slot with the possible elimination of two Security Assistant positions, a GS-09 and a GS-07.

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Deputy Director of Security
for Personnel Security

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First Priorities

<u>Function</u>	<u>Position Responsibility</u>
Planning, directing, coordinating, reviewing, and administering the various functions of SR&CD and the efforts of Division personnel.	C/SR&CD (GS-15) DC/SR&CD (GS-14) Clerical support by a GS-07 Secretary
Development, management, utilization, and protection of Security records.	C/SR&CD and DC/SR&CD C/Records Branch (GS-11) DC/Records Branch (GS-11)
Responsible for Automatic Data Processing operations within SR&CD and the development of procedures required to implement and maintain data processing systems.	C/SR&CD DC/SR&CD Systems Admin. Officer (GS-13) Prod. Control Specialist for Automation (GS-09)
Direct the establishment and maintenance of all office procedures which effect the input and output from five (5) data processing systems [REDACTED] and 1050 Tele-Communications).	C/SR&CD DC/SR&CD Systems Admin. Officer P.C.S. for Automation
Procurement planning.	C/SR&CD

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25X1A Process overt, covert, and operational support
25X1A security cases including preparation of new Security
files, [redacted] records, bio data sheets, and
scheduling of [redacted] IPS, and DODCI checks.

Processing Section



25X9 Release of investigative information contained in
Security files to [redacted] accredited agents and investigators
of 43 other Federal Agencies who in the process of
conducting National Agency Checks require such information.

C/OANCS (GS-13)
DC/OANCS (GS-11)
Clerical support by two (2)
GS-05 Security Clerks

25X1A Serve the needs of the entire Intelligence Community with
a single compartmented clearance record and control
facility for the positive control of [redacted] separate clearances
listing personnel in both government and industry who have
been authorized access to information controlled by [redacted]
compartmented intelligence systems.

The Compartmented
Information Branch (CIB)

25X9



25X1A

Process and control requests for Compartmented clearances
involving Agency personnel, employees of non-USIB member
agencies, and the executive offices of the White House
including presidential panels and committees.

All CIB Personnel.

25X9

Review, research and the analysis of Security files and information attached to investigative requests to determine pertinency to specific case of interest.

Review of Security dossiers for retirement under Files Retirement Program and preparation of input to the [REDACTED] System.

25X1A

Files Retirement Section of CAB

25X9

Maintain custody, establish accountability, and service requests for Security dossiers, both overt and covert.

25X9

All Files Section Personnel

Purging extraneous papers from Security files.

All SR&CD Professionals.

Review of Security files for Microfiche Project.

25X9

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Responsible for the daily operations and activities of five (5) separate Sections of the Records Branch, (Files, Indices, Processing, Communications, and Computer Support Section).

25X9

Selection of information and records to be placed in Vital Materials deposits of SR&CD at the Records Center.

Maintain central registry for receipt and delivery of all OS mail and correspondence.

25X9

Maintain the OS Master Index including indexing, cross-referencing, filing new index cards and purging.

25X9

All Indices Section

Operate computer peripheral equipment including remote devices providing access to OS automated systems.

25X9

All Personnel of the
Computer Support Section

Preparation of all adds, changes, and deletions for the [REDACTED] Systems.

All CSS Personnel.

25X1A

Scheduling of production runs, collection of production output, and determining completeness of reports provided OS by OCS.

Implementation of the new ^{25X1A} OS System.

Second Priorities

Function

Position Responsibility

Courier activities, both internal and external.

25X9

██████████ - Couriers.

Preparation of summaries for use by other Security personnel during investigation and appraisal and in establishing clearability.

All CAB Professionals.

Review of PHS's, PRQ's, etc., to select names to be searched against ██████████

25X1A

All Indices Section Personnel.

Control and dissemination of cables and dispatches including review of all outgoing traffic for coordination and format.

25X9

██

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Review of ██████████ output to screen and eliminate non-identical "hits".

All Indices Section Personnel.

Handling of incoming and outgoing OS field office mail including maintenance of \$500.00 imprest stamp fund.

25X9

██
with support from other clericals in Commo Section.

25X1A	Operation of IBM 1050 Tele-Communications link with [REDACTED] to transmit requests for DODCI check and receive DODCI requests for check of CIA records. No record results of CIA checks are also transmitted via the link.		All personnel of the Computer Support Section..
	Filing of a variety of forms, reports, and memoranda in Security files.		All Files Section personnel.
	Liaison with the Information Processing Services of DDP to conduct IPS checks for OS. Conducts preliminary review of positive IPS "hits".	25X9	[REDACTED] Clerical support from a GS-05 Clerk Typist.
	Operation of a secure teletype link between Headquarters and OS field offices.	25X9	[REDACTED]
	Handles cables from field stations and other U.S. Intelligence organizations throughout the world including cable replies in response to compartmented clearance actions, certifying clearances and granting permission to indoctrinate.	25X9	C/CIB [REDACTED]
	25X1A Distribution of [REDACTED] computer print-outs within the Agency, to other government departments and participating industrial contractors.	25X9	[REDACTED] in CIB.
	Provide specialized surveys of records and files to obtain available security information on organizations and individuals not having a direct connection with pending clearance actions.	25X9	[REDACTED] Prod. Control Specialist for Automation.

25X9

Maintain a centralized data base covering leaks of
Intelligence information to public information media.

Briefing and debriefing of Agency employees on
Compartmented clearances.

Training of personnel.

All first-line supervisors.

Third Priorities

<u>Function</u>	<u>Position Responsibility</u>
Accountability and control of Security cases pending in SR&CD.	25X9
Hand-searching of impersonal names in OS Master Index.	
Preparation of delinquent files list and searching for mis-files.	
Maintenance of pseudonym and cryptonym card records for OS.	
Production of hard-copy <u>25X1A</u> search results on priority requests.	
Numbering of correspondence to be placed in Security files.	

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Key-punching and verification of cards to support the
Badge and Credential file update.

Computer Support Section
personnel.

Accreditation of other Agency representatives who visit
the Agency to obtain investigative information.

25X9



Distribution of [redacted] runs.

25X1A

Preparation of administrative memoranda, production
reports, and miscellaneous reports.

All first-line supervisors.

Inter-Agency liaison contact.

All first-line supervisors.

Fourth Priorities

Function

Position Responsibility

Xerox reproduction.

Handled by male Record Clerks assigned to the Files Section. No full-time operator.

Handling of priority requests for files and name checks by the Personal Services Unit.

25X9

Servicing pneumatic tube station for OS.

Control of Top Secret and Restricted Data for OS.

Documentation of files made available by [REDACTED] for review by accredited representatives of other agencies.

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Preparation of badge requests for accredited agents.

Verification of TWX billings.

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Records processing of Security disapproval cases.

25X9

• Distribution of OS Notices, Agency Regulations,
Employee Notices, Employee Bulletins, etc.

Fifth Priorities

Function

Position Responsibility

Name grouping -- a project designed to provide OS with an automatic surname-varient system to be used by the [REDACTED] system. 25X1A

Indices and Computer
Support Section personnel:

Color-coding of Security file jackets to reduce mis-files.

Part-time activity for
clericals when case-load
is low.